

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment / Union"**

Position Title: Office Assistant (Property Valuation Specialist)
Position Number: 58108343
Division: Property Assessment Division
Band/Salary: 3-G10/\$9.55 – \$11.35/hr DOQ
Status: Permanent/Full-time
Location: Polson
Union: Yes
Supplement: No
Closing Date: March 19, 2008

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys the diversity of working in an office environment. To perform successfully as a Property Valuation Specialist you must be self-motivated with the ability to work independently and as part of a team. You must possess a strong work ethic, a positive attitude, and enjoy working with, and for, the public. The position requires math, computer skills, and the ability to communicate effectively and respectfully with the public, as well as with your team of co-workers. The ability to make sound decisions and be accountable for them is essential.

Some of the duties of a Property Valuation Specialist include operating office equipment and resources, working on a computer in an office environment, data entry, word processing, and working with spreadsheets. Daily work involves the following: completing levy district and railroad right-of-way property reports; identifying property in areas where no digital map coverage exists; processing and mapping certificates of survey; identifying and correcting problems on reports; performing research for cartographers; researching ownership for tax deed process; and assisting in processing special improvement districts.

The above competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to high school graduation, three years of clerical work including basic auditing, accounting, appraisal, assessment, data processing, or related experience. Other combinations of relevant education and experience will be evaluated on an individual basis. **It is important that all previous work experience is listed on your State of Montana Employment Application.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, full medical, dental, life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$20,000/yr is:

Wages:	\$20,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 1,380.00

Total Average Wage Package \$28,460.00

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax status must be current.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be considered at a reduced salary.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.